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ABSTRACT

This booklet outlines some points about a veteran's unique marketability, advantages acquired by working for the military, benefits earned, and some ideas for packaging a veteran's credentials. It lists worker characteristics with which employers are most impressed. Career planning steps are outlined, complete career examination is recommended, and the basic examinations that should be requested are described. Suggestions are made for the information that an interviewee should make available to prospective employers. A suggested approach to the job interview is also described. Individual sections consider demand occupations; owning one's own business; selecting the best offer; negotiating; foreign opportunities; selecting retraining options; and scholarships, loans, benefits, and entitlements. A list of national offices for resources and assistance provides names, addresses, and telephone numbers. A veterans' benefits timetable presents time limits, benefits, and where to apply. A list of military organizations that might be of assistance identifies the city in which the headquarters is located. An attachment lists eight recommended resources to develop employment transition skills. (YLB)

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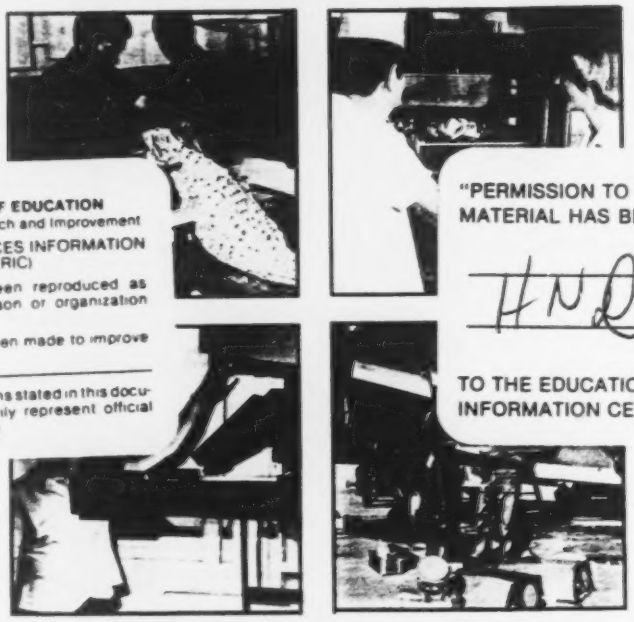
Career Transitions

Taking Advantage of Your U. S. Air Force Military Experience to Become The Employer's Choice



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Career Change - An Adventure

For many adults, changing jobs, changing employers, or changing locations, brings with it anxiety, fear, frustration and unrest. Being dislocated from a career and employer that you've grown to know, depend upon, and trust, can be a psychologically shocking experience. Economic stability, social life security, and sense of belonging all may be viewed as "at risk." Experienced veterans had a job niche which provided pride, satisfaction and a sense of belonging. Working and living outside of the traditional labor market — and at times the social environment — creates a sense of anxiety about knowledge of the civilian networks, resources, service needed for job re-entry and family life adjustments. This is especially true for veterans with family members who also are facing major transitions and changes in their lives.

This booklet offers suggestions on how your major career change can be a positive adventure if well thought out. Veterans often cannot see the sizeable advantages of their former military training, work experience, credentials and employability skills assembled while working for the nation's largest employer. Employers realize the state of the art training and retraining that is provided and expected of the United States Air Force. They envy the military approach and expectations regarding employee work behavior and productivity. The standards for work and non-work life expected of a military worker serve as models by major employers.

Your valued career experience in the military can put you in front of the line for career opportunities. Industry will see the benefit of experience, especially in key supervisory and leadership positions. Businesses need mature managers that can begin producing profit immediately. Governmental agencies need dependable and tested managers. The U.S. economy is wide open for entrepre-

neurs, and the third world countries' economic growth is dependent on skilled and experienced consultants. The choice is yours. It's a buyer's market today and you have a product that is in high demand.

What Employers Are Looking For

As you are preparing your strategies and career credentials for becoming a free agent in today's open labor market, examine what employers are looking for today in mid-management or supervisory-type employees. These characteristics need to serve as a blueprint to prepare your marketing portfolio to assure job negotiations will be in your favor.

The following are worker characteristics that employers are most impressed with.

Employer Expectations

- **Training that is recent, credible and reflects today's work place.**
- **Work record that shows responsibility, dependability, productivity, creativity and stability.**
- **Commitment to past employers as evidenced by long-term employment and upward growth in career field.**
- **Stability of non-work life with little evidence of social, political or family problems.**
- **Willingness to learn and take risks to be creative.**
- **Self-starter with a mature ability to make judgments and decisions.**
- **Desire to experiment and venture into job opportunities that might have risks. Setbacks are useful learning experiences.**
- **Current knowledge of your career field; how your knowledge applies to their company.**

You have most or many of these "in-demand" characteristics. Your task, as your own marketing agent, is to communicate these strengths in such a way that the employer will see them and understand their advantages in their company. It is difficult for most of us to spend time looking at ourselves and our past achievements to create a self-serving positive picture, but that's what employment marketing is all about. You know best how good you are; the trick is to convey that in a way so the employer believes it.

What You Need To Know For A Smooth Transition

The degree of planning you'll do or need to do to gain new employment will depend on what you want in your second career. If what you want is entry level, secure, and a low-paying job, not much planning is needed. If you want to try your wings at a real challenge — a career with growth opportunities, rewards for success and opportunities to lead, create and manage — then careful planning is needed.

Planning is easy. It will take you some time, but most of it could be done before separation. Use the following steps as a guide:

Career Planning Basics

- **Describe all positive features, strengths and saleable qualities about yourself.**
- **Know what you want to do (career field).**
- **Know who you'd like to work for (employer).**
- **Know where you want to work (state, country).**
- **Know what you want out of your second career (pay, travel, leadership, responsibility).**
- **Know what you need to become the employer's choice (training, agent, endorsements, funds).**
- **Know your fall-back position if job of choice isn't immediately available.**
- **Know how to "work the system" to your advantage (vet's benefits, public agencies, public re-training programs).**

While there are other aspects of career entry planning, you as an experienced leader in the military, can be recognized immediately as a person who has taken career change seriously.

Your performance during interviewing, the credentials you bring, and the sense of confidence exhibited during job negotiations, all demonstrate the characteristics good employers are looking for.

Remember, you need to know what you want, under what conditions, and know what it takes to win in the job competition area. Once you've achieved these insights, then the résumé writing, the interview, and the job negotiations will be successful.

Most importantly, you are the best option for employers, but you'll need to help them understand why you are.

Know What You Want To Do

Often we've been so caught up with day-to-day work, social and leisure activities in the same setting, for the same employer, and with the same people, that we lose sight of what our potential or interests really are. Look beyond yourself and within the context of what you've been doing for the past 10-20 years. Often, past or current jobs served their purpose well, but to some extent disguised new interests and your real marketable skills. For example, experience as a business office manager in the military is highly transferable to hundreds of careers outside the typical business office in the private sector. In essence, while you were an excellent accountant in the military, you could be a very successful salesperson for a company in the office supply business or a regional manager of H & R Block tax franchise. Be open and remove

restrictive blinders during your decision making. Use a precision microscope to identify all unique and saleable features about yourself. You no doubt have had off-duty jobs that might have been different than your military job. This is valuable experience and could well expand your range of options.

A complete career examination can help you do this. No matter if you receive your career exam in the military, by a public agency, employment agency, community college or private counseling center, the following are the basic exams you should request:

Interest Appraisal	Let someone else, or a trusted instrument (exam), take much of your bias out of identifying a range of work-related interests before locking into an apparent job match. You've been conditioned to think in limited terms, so you need to force a wide examination of your acceptable options.

Skill Appraisal and Transfer-ability	Good counselors have effective ways of uncovering your unique and saleable skills that aren't always apparent. Usually your records will show the skills used in your current and past positions. There is a range of secondary skills you've developed that will serve you well in the private sector. A trained professional, or the use of new job search programs, can cross-walk your skill profile to civilian jobs.

Aptitude Appraisal	Employers are impressed with test scores that magically uncover and describe your ability to learn and perform in certain kinds of work positions. They need to know what your trainability capabilities are to determine if they want to invest training monies in you. While you've taken the ASVAB (it's one of the best tools around), make sure your aptitude data is up to date.

Special Need Appraisal	All of us have some unique flaw that needs to be taken into consideration in selecting a new career. Color blindness, a form of injury or other disability can be accommodated by employers. If you know what your limitations are — and if they are severe enough — the veterans or state worker's rehabilitation centers are very helpful. The point is that you must face these issues head-on and demonstrate to employers that they will not affect your performance.

Employment Market Analysis	None of us can hope to keep up with the changing work place and its opportunities. No matter what state you are in, there are services that can help narrow down and fully describe careers of your interest. The public employment service is capable (especially through computers) to help in this search and analysis. Ask for the services of your state's Occupational Information Coordinating Committee. They have the best source of labor market information (SOICC).
Training Needs Analysis	Once you've identified one or some jobs of interest, you then need to examine the skills that the job demands. After you compare these demands with your aptitude data, then a community college counselor could help you determine if renewal training would help your chances of successful career entry. We all have a technical institute or community college nearby and their services are free.
Financial Ability Analysis	If training is the answer to prepare for labor market entry, there are costs involved. Investments up front can pay back the training cost ten-fold. Determine what you need and let a community college counselor help find the money you need.
Leisure Requirement	You may desire an opportunity to have extra "fun" time after your first career. It's important to figure your leisure requirements (fishing, golfing, auto buff, travel, etc.) into the formula for selecting a job and employer. Some jobs and employers, because of time, travel and performance pressures, won't allow for much hobby/leisure activities.
Career Goal Needs	What is the one thing you want to achieve in the next 20 years? In your second career, you have a greater opportunity to be selective and selfish. Job selection....Those who fail to plan...plan to fail.

Know What You Need to Become the Employer's Choice

Consider being a personnel manager involved with a flood of job applicants competing for the same opportunity. With your busy schedule, what would make the difference in selecting one highly qualified applicant over another? Employers suggest that the following information and interview performance can make the difference.

Become the Employer's Choice

- Have a record of your training experience.
- Verbalize a good knowledge of the company.
- Have a record of your work performance.
- Know what you want; you won't take just anything.
- Put this job into the context of your career goals.
- Have letters of recommendation.
- Be prepared to say yes to training requirements.
- Know what you need for a salary and know your bottom number.
- Have all credentials (papers) in a neat, well-organized portfolio.
- Be prepared to leave a copy with the employer.
- Exhibit a presence of knowing exactly what you want and indicate how this job could fulfill your needs perfectly.

Your military experience and record gives you your first BIG advantage over other individuals looking to enter or re-enter the civilian labor market. Also, the fact that it is the style of the United States Air Force to train and re-train in job areas that match well with the civilian market gives you a second advantage. Third, your age makes you extremely valuable because the risk of job hopping and poor performance due to lack of experience gives you an additional edge. Fourth, employers value the high expectations and standardization that is present in the military. The fact that you work well under these conditions relates to great savings to employers.

The following is a suggested approach to assuring that, early in the job interview, you've become the applicant of choice.

1. Study the style, requirements and operation of the business you'd like to work for. (The library has reference material on the businesses in your area.) Also see resource listing on pages 19 and 20 of this document.
2. Examine your style, skills, interests, needs and requirements for your second career (from your career exam).
3. Compare the above two points and see where the two come together. If they don't, then why apply? If they do, then your approach to an interview is to prepare good answers and credentials on each issue.
4. Go to the job interview fully prepared. The interviewer needs to see immediately that you cared enough about your career and his time to prepare well. Surprise the interviewer with special knowledge about the company (not normally expected), and show self-confidence.
5. When issues of training ability, past performance, recommendations, test scores, training received, or career goals come up in the interview, you need to have "ready" documentation to present and leave behind.

In summary, confidence, sense of a goal, and knowledge of yourself and the company will make most interviewers remember you above your competitors.

Opportunities Unlimited

"Help Wanted" signs appear in many business office windows. Private job placement agencies (head hunters) have never been busier. Businesses are stalling expansions due to lack of trained workers. For the next five years, the market will continue to give you a buyer's advantage. The need for training and its cost is going up. An experienced and trained applicant is most attractive and represents a large investment savings.

While most technical, management, sales and supervisory jobs are available in most major companies, there is a critical shortage of technicians in computer/computer applications, tourism (hotel-motel) and other service industries. In addition, public and private education at the high school and community college levels are looking for highly experienced technicians that, with some teaching methods courses, could become full- or part-time instructors. The pay is good and the rewards high. Related trainers in industry are in short supply. If you are interested in teaching within your technical area of expertise, you may want to explore this option. National associations of trainers can be used as a network and source of information. For instance, the American Society for Training and Development is a very helpful group.

Your Own Business

The trend currently is that 85% of all new job openings in the United States are in very small businesses. This could be exciting for two reasons.

First, new business owners can't afford to depend upon inexperienced and non-tested workers. They would rather invest, at a higher rate, in persons like you who have a stable record of success and training.

Secondly, you may want to look at starting your own business to take full advantage of your experience and maturity. In every large city, there are a number of agencies who invest in attractive individuals who would like to venture into self-employment. The office of the Small Business Administration (SBA) is the best place to start.

Selecting (Closing) Best Offer

One interesting and positive frustration you'll experience, if applying to several businesses, is that several offers may be made to you. You'll need to hurry with your response, so you need to be ready to make quick, but good, judgments and decisions. The following are key issues that should be applied to your decision making.

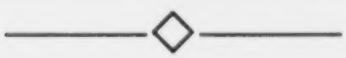
Issues Needing Consideration

- **Salary**
- **Fringe benefits**
- **Career ladder potential**
- **Location**
- **Healthy environment**
- **Stability of firm**
- **Training opportunities**
- **Travel opportunities**
- **Services for family**
- **Vacation time**
- **Management/supervisor**

While your list of factors would be different, the following principles need to be considered:

1. Decide what your conditions are and prioritize them.
2. Using some form of checklist, listing your factors, take detailed notes during the interview.
3. Immediately after the interview, rate the job potential in preparation for your **yes** or **no** response to the employer.

Be Prepared To Negotiate



If you do have options and feel confident that several companies want you, then you need to prepare.

1. Items for negotiation (salary, fringe benefits).
2. Determine how much of what you want you are willing and able to give up.

You don't want to bargain about such matters during the interview because that will put the employer at an advantage.

Foreign Opportunities

You are better aware than most Americans about the effects of increased democracy around the world. Calls for help are loudest from eastern Europe, East and West Africa, Pacific Rim, Peoples Republic of China, and from selected states in the Soviet Union. You may also have noticed that international investment and lending agencies have increased dramatically their funds for education, training, infrastructure developments and technology transfers. Most countries receiving development funds are looking to the U.S. experience for direction and help. They are in a hurry and would rather adopt or adapt a successful method or technology than spend time and money on developing through research and development.

There are numerous agencies around the world that would love to have you in their "skilled and available" consultant registry. For those of you who don't want to spend long periods overseas, short-term, well-paid consultant opportunities are available. Full-time (1-3 years) consultants are in the biggest demand, especially in the area of U.S. free earnings. This could be to your advantage in a number of ways.

There are many kinds of agencies looking hard to find you.

Organizations to Register With

- **World Bank**
- **U.S. Aid for International Development (USAID)**
- **Asian Development Bank (ADB)**
- **African Development Bank**
- **Caribbean Development Bank**
- **International Labor Organization (ILO)**
- **United Nations Development Program**
- **Trade and Development Program - Department of State (TDP)**
- **United National Industrial Development Organization (UNIDO)**

Getting your registration forms submitted and approved within these agencies could be very time consuming. Nonetheless, they could result in exciting, flexible and well-paid opportunities to work around the world!

Some believe these international opportunities currently available represent the most challenging, exciting and financially rewarding experiences for those who want to move around.

Selecting Re-training Options

Earlier, the point was made that if you are interested or need training and want to go back to school, funding shouldn't get in your way.

Some major questions you'll need to ask yourself are:

1. Do I need additional training for what I want to do?
2. Can I afford not to enter the full-time labor market immediately?
3. Is it skill updating I want, or is it a credential, degree or certification? Why?
4. Do I want to go to school full time, part time, or take correspondence courses?
5. To what degree will time investments in training pay back benefits in my career field of interest?
6. Do I want to take time to return to school or take a breather from full-time work?

Answers to these questions will help you begin locating the best training option for you: a specific trade school, an evening adult program, an associate degree, a Bachelor's or Master's degree, a Journeyman card, etc.

Once you've decided on the kind of training that would be to your interest and advantage, then find an efficient source of education and training information. Some of the best sources of quick reference and specific information are as follows.

Information Sources

1. **Your public library has directors and, no doubt, computer programs about schools and related financial aid.**
2. **The counselor at your local high school or community college.**
3. **Your local job service office (U.S. Employment Service)**
4. **American Association of Junior and Community Colleges (202-293-7050).**
5. **Association of Independent Colleges and Schools (202-659-2460).**
6. **National Association of Trade and Technical Schools (202-333-1021).**

Scholarships, Loans, Benefits and Entitlements

There are a growing number of organizations, companies, and agencies that see the value in helping adults to return for re-entry or upward placement in the labor market. Some of you have the interest or have identified the need to go back to school in order to carefully prepare for a career of your choice.

Whether or not you are looking to be a Journeyman in your trade, obtain an associate degree, or degrees at the university level, there are options open to you such as:

The Benefits You've Earned

GI Bill. Some restrictions apply, based upon service time.

Montgomery GI Bill.

Educational Institutions. A variety of specialized loans, scholarships and grants, some of which favor the veteran, are available.

Farm Cooperative Program. 12 months of training costs.

Apprenticeship training. Various provisions for pay while you learn.

Correspondence Training. 55% of course cost covered.

GED. Vets are eligible for basic entitlement.

Tutorial Assistance. $100 per month, up to $1200, available.

Educational Loans. Up to $2500 per academic year with low interest can be borrowed, based upon need.

VEAP. Some of you have contributed to this special training fund.

Vocational Rehabilitation. Benefits are excellent if you are eligible, but there are restrictions.

Pension Recipients Vocational Training Benefit. Up to 24 months of training cost covered.

VA-Home Buying Loan Guarantees.

Home Loans for Disabled.

Vets Readjustment Counseling Services.

Unemployment Compensation for Ex-Service Personnel.

There are many more examples, but the point is that help is there for counseling, training or small business development if it is needed. The best source of benefit information is your local/state office of Veteran's Employment and Training Service connected with the Department of Labor.

Resources and Assistance

This booklet isn't intended to give a great detail of information about actual addresses and phone numbers at the state level, but the following national office listings might be of help:

Information About Jobs/ Training	National Occupational Information Coordinating Committee 2100 M Street, NW Washington, DC 20037 202/653-5665
Veteran's Affairs/Benefits	Don't write. Call for state and regional offices. 202/872-1151 (National Office)
Veteran's Affairs Centers	The government pages in your phone book will give you the up-to-date addresses and phone numbers.
Alternative Teacher Certification Programs	Available in 23 states and growing to help offset teacher shortages. Call your Veteran's Affairs Office for specific information in your location.
Federal Job Information Centers	Most states have offices that are connected to the Office of Personnel Management (OPM). Check your phone book or write: U.S. OPM Federal Job Information Center 1900 E Street, NW Washington, DC 20415
Small Business Development	Every state and many cities have branches of the Small Business Administration. Your phone book is your best source of information, or call 800/365-5855.

Apprenticeship Training	Each State Department of labor or its Job Service Office can provide detailed information. See the government pages in the telephone book. Federal Office of Apprenticeship and Training 200 Constitution Avenue, NW Washington, DC 20210 202/535-0545
Veteran's Employment and Training Service	Your State Department of Labor or local Job Service Office is your best source of information.
Job Training Partnership Act	Three billion dollar fund for retraining. Best source to start with is: The National Association of Private Industry 1201 New York Avenue, NW, Room 800 Washington, DC 20005 202/289-2950
U.S. Peace Corps	For those who want to volunteer: U.S. Peace Corps 1990 K Street, NW Washington, DC 20526 800/424-8580

VETERANS BENEFITS TIMETABLE

Timetable	Benefits	Where to Apply
10 years from release from active duty	**MONTGOMERY GI BILL:** Eligible participants first entering active duty 7/1/85 through 6/30/88 or with old GI Bill eligibility meeting minimum service requirements, may receive financial assistance to go to college or a vocational program. Vocational and educational counseling is available upon request.	Any VA Office
10 years from release from active duty	**VEAP (Post-Vietnam Era Veterans' Education Assistance Program):** If you entered service on or after 1/1/77, and participated in the voluntary contributory program while on active duty, VA may pay you benefits while you pursue an approved program of education and training. Vocational and educational counseling is available upon request. Maximum is 36 months or the number of months contributions were made, whichever is the lesser.	Any VA Office
12 years (generally from date of notice of VA disability rating)	**Vocational Rehabilitation:** If you have a disability which was incurred in or aggravated by military service, you may be eligible for vocational rehabilitation services to assist you in overcoming your employment handicap and better able to handle day-to-day living activities. As part of a rehabilitation program, VA will pay your tuition, fees, books, tools, and other expenses as well as provide you a monthly living allowance. Once you have taken part in a vocational rehabilitation program, VA will assist you to get a job. A seriously disabled veteran may be provided services and assistance to increase independence in daily living.	Any VA Office

Timetable	Benefits	Where to Apply
No time limit	**GI Loans:** VA will guarantee your loan for the purchase of a home, farm, manufactured home, or condominium	Any VA Office
No time limit	**Disability Compensation:** VA pays compensation for disabilities incurred in or aggragvated by military service. Payments are made from date of separation if claim is filed within one year.	Any VA Office
No time limit	**Medical Care:** VA provides a full range of medical care benefits including help for alcoholism and other drug dependency to service-connected veterans and to nonservice-connected veterans, who meet certain eligibility criteria. Readjustment counseling benefits are also available at VA Vet Centers for eligible Vietnam Era Veterans. Outpatient treatment is available for all service connected conditions.	Any VA Office or Medical Center
90 days	**Dental Treatment:** VA provides necessary dental care for veterans who were not provided dental examination and treatment within 90 days of discharge or separation from service. The time limit does not apply to veterans with dental disabilities resulting from combat wounds or service injuries.	Any VA Office or Medical Center
Within 90 days of separation	**One-Time Dental Treatment:** The VA provides one-time treatment dental care for certain service-connected dental conditions.	Any VA Office or VA Hospital

Timetable	Benefits	Where to Apply
1 year from date of notice of VA disability rating	**GI Insurance:** Low cost life insurance (up to $10,000) is available for veterans with service-connected disabilities. Veterans who are totally disabled may apply for a waiver of premiums on these policies.	Any VA Office
120 days or up to 12 years if totally disabled	**SGLI:** Servicemen's Group Life Insurance may be converted to VGLI (Veteran's Group Life Insurance), a 5-year nonrenewable term policy. At the end of the 5-year term, VGLI may be converted to an individual policy with any participating insurance company. VA will forward more information.	Office of Servicemen's Group Life Insurance, 213 Washington Street, Newark, NJ 07102
No time limit	**Employment:** Assistance is available in finding employment in private industry, in Federal Service and in local government.	Local or State Employment Service, U.S. Office of Personnel Management, any VA Office
Limited time	**Unemployment Compensation:** The amount of benefit and payment period varies between states. Apply soon after separation.	State Employment Service
90 days	**Re-employment:** Apply to your former employer for re-employment.	Employer

Timetable	Benefits	Where to Apply
120 days or 1 year beyond with evidence of insurability; or up to 1 year if totally disabled	**Veterans' Group Life Insurance (VGLI):** SGLI may be connected to a 5-year term coverage known as VGLI. Coverage may be in amounts of $50,000, $40,000, $30,000, $20,000, or $10,000, but not more than the SGLI amount at the time of separation. At the end of the five-year term, VGLI may be converted to an individual commercial policy at standard premium rates regardless of health, with a participating insurance company.	Office of Servicemen's Group Life Insurance, 213 Washington Street, Newark, NJ 07102, any VA Office
Time varies	**Veterans' Job Training:** Assistance is available for apprenticeship training, on-the-job training, and special job training programs funded by the government.	The State Employment Service, U.S. Department of Labor, or any VA Office is available for assistance
No time limit	**Non-Service Connected Disability or Death Pension:** Veterans with qualifying war time service who have reached age 65 or who are permanently or totally disabled due to non-service connected disabilities may be eligible to receive a monthly pension benefit depending on income. Surviving spouses and dependent children may also qualify.	Any VA Office
Time varies	**Burial Plot/Internment Entitlement:** The VA provides certain burial benefits to assist with the burial expenses of veterans and certain dependents or survivors. Assistance for burial of dependents and survivors is limited to internment in national cemeteries.	VA National Cemetery having grave space or any VA Office

Timetable	Benefits	Where to Apply
No time limit	**Readjustment Counseling:** Veterans who served on active duty during the Vietnam era may be provided counseling to assist the veteran in readjusting to civilian life.	Any Vet Center, VA Hospital or VA Office
	Special Note:	
1 year from date of the notification of the initial determination	**Appeal to Board of Veterans' Appeals:** Prospective VA beneficiary claimants have the right to appeal determinations made by a VA regional office or medical center. Appellate review will be initiated by a Notice of Disagreement and completed by a substantive appeal after a statement of the case has been furnished.	Department of Veterans Affairs facility responsible for making the determination

Jobs: How to Apply?

1. Visit the career counselor of your unit *before* discharge and file a correct DD214.

2. Get your copy of the correct DD214 together with a copy of your release or discharge and a copy of your service record (microfiche or hard copy). Place them in a safe place because you will need them, especially the DD214. If you do not take a copy of your service record, at least get copies of your correct medical documents, Training Record, and Education/Experiences Record.

3. Contact a Veteran's Benefit Counselor at the nearest VA Regional Office. A listing of facilities is included in this book. If you have a problem, toll-free special assistance is listed under United States Government.

4. Visit the Veteran's Benefits counselor. Take along a copy of your DD214 and other materials as he/she may request. Using this list of benefits, ask questions about different suitable benefits.

5. Fill out and file paperwork, as required.

6. Continue to check in with Benefits Counselor to ensure that benefits are awarded, correctly, and in a timely fashion.

MILITARY ORGANIZATIONS

National Service Organizations	Headquarters	
American Legion	Indianapolis, IN	46206
American National Red Cross	Washington, DC	20006
AMVETS	Washington, DC	20036
Blinded Veterans Association	Washington, DC	20037
Congressional Medal of Honor Society of the USA	Braintree, MA	02184
Disabled American Veterans	Cincinnati, OH	45214
Legion of Valor of the United States of America, Inc.	Arlington, VA	22204
Military Order of the Purple Heart	Washington, DC	20013
Paralyzed Veterans of America, Inc.	Washington, DC	20420
United Spanish War Veterans	Washington, DC	20420
Veterans of Foreign Wars of the United States	Kansas City, MO	64111
Veterans of World War I of the USA, Inc.	Alexandria, VA	22314

Other National Service Organizations Recognized by the VA

Air Force Sergeants Association	Marlow Heights, MD	22031
American Veterans Committee	Washington, DC	20036
Catholic War Veterans of the USA	Washington, DC	20001
Disabled Officers Association	Washington, DC	20006
Jewish War Veterans of the United States	Washington, DC	20009
Military Order of the World Wars	Washington, DC	20006
National Jewish Welfare Board	New York, NY	10010
National Tribune	Washington, DC	20013
Regular Veterans Association	Washington, DC	20015
United Indian War Veterans, USA	San Francisco, CA	94103

Other Military Service Related Organizations

Air Force Association (AFA)	Arlington, VA	22209
Non Commissioned Officers Association (NCOA)	Alexandria, VA	22314
The Retired Officers Association	Alexandria, VA	22314

State Organizations Recognized by VA

Alabama Department of Veterans Affairs	Montgomery, AL	36102
Alaska Division of Veterans Affairs	Juneau, AK	99811
American Samoa-Veterans Affairs Office	Pago Pago, Am. Samao	
Arizona - Department of Economic Security	Phoenix, AZ	85007
Arkansas - Veterans Service Office	Little Rock, AR	72201

California - Department of Veterans Affairs	Sacramento, CA	95828
Colorado - Department of Social Services	Denver, CO	80202
Connecticut - Soldiers, Sailors, and Marine Fund	Hartford, CT	06115
District of Columbia - Office of Veterans' Affairs	Washington, DC	20004
Florida - Division of Veterans Affairs	St. Petersburg, FL	33731
Georgia - Department of Veterans Service	Atlanta, GA	30334
Guam - Office of Veterans Affairs	Agana, Guam	96910
Hawaii - Department of Social Services	Honolulu, HI	96809
Idaho - Division of Veterans Services	Boise, ID	83707
Illinois - Department of Veterans Affairs	Springfield, IL	62705
Kansas - Veterans Commission	Topeka, KS	66612
Kentucky - Center for Veterans Affairs	Louisville, KY	40203
Louisiana - Department of Veterans Affairs	Baton Rouge, LA	70801
Maine - Bureau of Veterans Services	Augusta, ME	04330
Maryland - Veterans Service Commission	Baltimore, MD	21201
Massachusetts - Office of Commissioner of Veterans Service	Boston, MA	02002
Minnesota - Department of Veterans Affairs	St. Paul, MN	55101
Mississippi - Veterans Affairs Commission	Jackson, MS	39205
Missouri - Division of Veterans Affairs	Jefferson City, MO	65101
Montana - Veterans Affairs Division	Helena, MT	59601
Nebraska - Department of Veterans Affairs	Lincoln, NE	65809
Nevada - Commission of Veterans Affairs	Reno, NV	89502
New Hampshire - State Veterans Council	Concord, NH	03306
New Jersey - Division of Veteran Service	Trenton, NJ	08625
New Mexico - Veterans Service Commission	Santa Fe, NM	87501
New York - Division of Veterans Affairs	New York, NY	10010
North Carolina - Division of Veterans Affairs	Raleigh, NC	26701
North Dakota - Department of Veterans Affairs	Fargo, ND	58102
Ohio - Division of Soldiers Claims and Veterans Affairs	Columbus, OH	43215
Oklahoma - Department of Veterans Affairs	Oklahoma City, OK	73105
Oregon - Department of Veterans Affairs	Salem, OR	97310
Pennsylvania - Department of Military Affairs	Harrisburg, PA	17108
Puerto Rico - Department of Labor, Veterans Office	Hato Rey, PR	00917
Rhode Island - Veterans Affairs	Providence, RI	02903
South Carolina - Department of Veterans Affairs	Columbia, SC	29201
South Dakota - Division of Veterans Affairs	Pierre, SD	57501
Tennessee - Department of Veterans Affairs	Nashville, TN	37203
Texas - Veterans Affairs Commission	Austin, TX	78711
Utah - Office of Veterans Services	Salt Lake City, UT	84111
Vermont - Veterans Affairs Section, Military Dept.	Montpelier, VT	05602
Virginia - Division of War Veterans Claims	Roanoke, VA	24011

Virgin Islands - Department of Veterans Affairs
.....Christiansted, St.Croix, Virgin Islands 08820
Washington - Department of Veterans Affairs .....Olympia, WA 98501
West Virginia - Department of Veterans Affairs .....Charleston, WV 25305
Wisconsin - Department of Veterans Affairs.....Madison, WI 53702

Note: Correspondence relative to the recognition of any organization should be addressed to the General Counsel, Veterans Admninistration, Central Office.

Attachment A

So What Now?

This booklet outlined some points about your unique marketability, the advantages you have acquired by working for the military, the benefits you've earned and some ideas for packaging your credentials. The main message is your unique qualifications for numerous private sector jobs: **you can have a choice and employers are looking for you.**

It is your task to systematically package your rich experience and capabilities, realize what employers value, assess your marketable strengths and **GO FOR IT.** Don't be afraid or bashful - lead with your strengths when talking with employers.

You've served your country, protected the free enterprise system, and you were a part of the world's best employer training program. For all of these reasons you're valued!

"I'm a great believer in luck, and I find the harder I work, the more I have of it."

— Thomas Jefferson

Attachment B

Recommended Reading

If you have time and want to do some reading to develop employment transition skills, consider the following resources:

American College Testing (ACT). *Career Planning Program Guidebook: Planning Your Future*. Iowa City, Iowa, 1990.

Beatly, R.H. *The Résumé Kit*. John Wiley and Sons; New York, New York, 1984.

Chronicle Guidance Publications, Inc. *Occupational Briefs -- 600 Occupations to Choose From*. Moravia, New York.

Figler, H. *The Complete Job Search Handbook*. Holt, Rinehart, and Winston; New York, New York, 1979.

Jackson, T. *The Perfect Résumé*. Archer Books; Garden City, New York.

Lathrop, R. *Who's Hiring Who*. Ten Speed Press; Berkeley, California, 1977.

Medley, H.A. *Sweaty Palms: The Neglected Art of Being Interviewed*. Ten Speed Press; Berkeley, California, 1984.

U.S. Department of Labor. *Dictionary of Occupational Titles*. U.S. Government Printing Office; Washington, D.C., 1984.